



Kha'p'o Community School

March 12, 2020

Dear KCS Parents and Families,

Kha'p'o Community School (KCS) sent the first letter out earlier this week about what we were doing to prepare and asking for your help with COVID-19 prevention in your homes and families.

As many of you follow the New Mexico news affiliates, Governor Michelle Lujan Grisham reported there are five "presumptive positive" cases in NM as of this date. Like you, we have been following all reliable news outlets and formal resources that provide us with direction and updates on what is emerging. Based on this reporting, we have set into motion initial steps to address this at the school and for our school community.

PREVENTION THROUGH HANDWASHING at the school:

1. Increasing handwashing and updating cleaning routines in classrooms and other areas of the school
2. Cleaning classroom areas and high contact areas throughout the school along with regular cleaning that is done as recommended by BIE and CDC guidelines.
3. School staff modeling proper handwashing techniques in the classroom and informing students to wash their hands coming in and out of their school activities
4. Handwashing posters in school restroom areas, signs reminding families and visitors at front door

VISITORS AND FAMILIES coming to the school:

1. Requiring school visitors and families to utilize the hand sanitizer and handwashing that is located at the front office upon entering the school
2. Requesting that families utilize the curbside pickup in the school parking lot when picking up children after school

FIELD TRIPS AND SCHOOL EVENTS:

1. School field trips (out of the Pueblo) planned for the upcoming weeks in March will be cancelled.
2. School events that were planned to occur after 5 pm in March will be cancelled.
3. April dates will be assessed as we move forward based on conditions occurring.

OUT OF STATE/IN STATE TRAVEL FOR STAFF:

1. No out of state travel for the school will be approved for KCS staff through April 14, 2020.
2. In-state travel for the school by staff will be reviewed as conditions are reported, current professional travel has been cancelled/postponed.

PARENT AND FAMILY HELP:

1. Focus on handwashing techniques and reminding children. Wash your hands often for at least 20 seconds and strongly encourage your children to do the same, including at appropriate times at school. Please encourage your children to frequently wash their hands, especially after using the bathroom, after using a tissue, before they eat, and after they have been playing outside.

2. Students should stay home when they are sick. If your child(ren) are displaying symptoms of an illness, please make arrangements to keep your child at home and inform the school. Excused absences will be provided for students who are ill upon parent's calling. If a student will be out for more than three days a doctor's note is required.
3. Encourage your children to avoid touching their eyes, nose or mouth.
4. Ask your children to use a tissue to cover coughs and sneezes, then dispose of the tissue. When a tissue is not available, ask them to cough or sneeze into an elbow
5. Avoid all non-essential travel to affected out of state areas, and exercise extreme caution with all out of state travel. Please inform the school if you have traveled to an affected area or plan on traveling out of state or the country.
6. Inform the school if you or anyone in your family is in contact/has been in contact with an individual with COVID-19.
7. Inform the school if you or anyone in your family has been tested for COVID-19.
8. We encourage you to stay informed. The following resources are reliable online sites we are keeping informed through:
 - Bureau of Indian Education: <https://www.bie.edu/covid-19/>
 - Centers for Disease Control: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
 - New Mexico Department of Health: <http://cv.nmhealth.org/>
 - Indian Health Service: <https://www.ihs.gov/forproviders/clinicalresources/coronavirus-disease-2019-covid-19/>

COMMUNITY CONNECTION:

1. School is in contact and aligning with the Santa Clara Pueblo Emergency Management and the Santa Clara Pueblo leadership as they move forward in preparation steps.
2. School is connected and remaining informed by Indian Health Services.
3. School is sending out letters to parents and families on our preparation efforts. The school website will expand to include a Health Update tab/page where letters will be posted, and resources listed that we have outlined in this letter.

We will continue to update staff, parents, and students with relevant information. Please know we will follow along with the State of New Mexico and the Bureau of Indian Education as they determine the status of NM schools. As of the sending of this letter, no school closures have been ordered but if we had to, we are preparing to have steps and protocol in place. We respect and will follow the decisions of Santa Clara Pueblo as well.

As for KCS, please know that we are keeping informed, staying connected to ensure we address community concerns, and outlining steps to take. We will continue to update you with any new information we receive.

Sincerely,



Elizabeth Bahe, Executive Director
Kha'p'o Community School